

PEACE CORPS

Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

RFQ Number: RFQ-694-23-009

Date: July 28, 2023

Peace Corps/Cameroon has a need for Conference Services for the below periods:

Staff Retreat o/a **November 13-17, 2023.**

Peace Corps is soliciting fixed-price quotations from you and several of your competitors for the services detailed below.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form by e-mail to:

CM-Procurement@peacecorps.gov

Quotations are due no later than 17:00 hours on **Friday, August 13, 2023**. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent via email to the address noted above in advance of the RFQ due date. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

A. Statement of Work/Description of Requirements

Services required for one Peace Corps Cameroon Conferences:

1. Staff Retreat o/a **November 13-17, 2023.**

Note the location of the conference is desired to only be in South Region (Kribi precisely), Littoral Region (Douala precisely) and the West Region.

1. Staff Retreat: Details

From November 13-17, 2023, Peace Corps Cameroon requires meals, lodging and conference space within a secure campus per the description below. For this event, Peace Corps will not require exclusive use of the facility. Participant numbers are estimates.

	Description	Number of Units	Unit Rate	Total	Notes
13-Nov-23	Single Room	50			
	Dinner	50			
14-Nov-23	Single Room	50			
	Breakfasts	50			
	Coffee Breaks	50			
	Lunch	50			
	Dinner	50			
	Conference Room 1	1			Capacity 100
15-Nov-23	Single Room	50			
	Breakfast	50			
	Coffee Break	50			
	Lunch	50			
	Dinner	50			
	Conference Room	1			Capacity 100
16-Nov-23	Single Room	50			
	Breakfast	50			
	Coffee Break	50			
	Lunch	50			
	Dinner	50			
	Conference Room	1			Capacity 100
17-Nov-23	Breakfast	50			
	Room Tax				
	Total				

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative overhead costs. VAT should not be included as Peace Corps is VAT exempt.

Prices should be valid for a reduction or increase in the services provided by up to 10 percent.

Statement of Work/Specifications

1. Services required are for a Peace Corps Cameroon Conference as detailed above in accordance with the following additional specifications:
 - All bedrooms should include a bed, desk/table, and chair. Rooms must be able to be secured with a lock from the inside.

- All bathrooms should include soap for handwashing, paper towels for hand drying and toilet paper. Bathroom stalls should include locks that can be controlled from the inside.
- The facility should include a back-up energy supply (generator, etc.).
- The facility should include secure entrances and exits (fences, gates, guards, and locks) and adequate lighting.
- The facility should include adequate outdoor space for recreational activities.
- The facility should include sufficient secure parking for 3-5 vehicles.
- The conference rooms should be equipped with Wi-Fi capabilities.
- Food and beverages will be rendered by the vendor in accordance with the menu pre-approved by Peace Corps. All meals are to be served per the prior agreed-upon time. The standard meal plan will include breakfast, lunch, dinner, one coffee break Monday through Friday.

B. Delivery Schedule

Delivery Location:

POC Name: Mary Rose Axiak-Rutikanga, DMO

Physical Address: Peace Corps Cameroon, Mont Febe Road, Yaounde.

C. Contract Terms and Conditions

Provide name of **CONTACT PERSON**. This will be the liaison person between the vendor and Peace Corps during the course of the event.

No services can be subcontracted to other entities without prior written approval.

Cancellation and refund policies will be negotiated at the time of award and included in the final contract. Quantities are also estimates and may also change up to 10% (over or under) prior to and after award.

D. Minimum Criteria:

Offer must provide offer fully compliant with Statement of Work.

Offer must provide all required information as detailed in Attachment I.

All conference rooms, equipment, etc. must be ready for inspection by the Contracting Officer or his/her designee one day before the activity starts.

All meals to be served per the prior agreed upon time.

Facility location can only be in Kribi – South Region, Douala – Littoral Region and West Region.

E. Evaluation Factors:

Award will be made after consideration of the following factors as marked below:

- Price
- Past Performance/Reference Checks
- Quality of Services offered (able to fully meet all specifications in the Statement of Work at a minimum)
- Payment terms (no advance payment or lower than 35% preferred)
- Cancellation terms (full cancellation refund or minimal days' notice preferred)
- Vendor/facility must be in Kribi – South Region, Douala – Littoral Region and West Region.

Award may be made to other than the low-priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

All vendors that submit quotations in response to this RFQ will be notified of the results.

ATTACHMENT 1 – VENDOR QUOTATION FORM

RFQ Number: RFQ-694-23-009

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

- Quoted Work or Delivery Schedule (If Any):
- Quoted Payment Terms:
- Quoted Cancellation Terms:
- Quoted Warranty Terms (If Any):
- Quoted Additional Terms and/or Conditions:
- Provide Three References and Contact Details:
- Provide sample 5-day catering menu:
- Provide IT capabilities, including bandwidth:
- Detail COVID Prevention Strategies and Protocols Being Implemented:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs):**1. Staff Retreat**

	Description	Number of Units	Unit Rate	Total	Notes
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	Dinner	50			
14-Nov-23	Single Room	50			
	Breakfasts	50			
	Coffee Breaks	50			
	Lunch	50			
	Dinner	50			
	Conference Room 1	1			Capacity 100
15-Nov-23	Single Room	50			
	Breakfast	50			
	Coffee Break	50			
	Lunch	50			
	Dinner	50			
	Conference Room	1			Capacity 100
16-Nov-23	Single Room	50			
	Breakfast	50			
	Coffee Break	50			
	Lunch	50			
	Dinner	50			
	Conference Room	1			Capacity 100
17-Nov-23	Breakfast	50			
	Room Tax				
	Total				

- Please read RFQ in its entirety including factors that will be considered in making award in Section E.
- Return completed RFQ by due date as follows: **Friday, August 13, 2023**
 1. Fill in requested information and prices in Attachment 1.
 2. Unless delivery date(s) are provided, provide delivery date(s) in Section D.

3. List/state any other terms or items not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section B.
4. Sign and return RFQ by required due date.

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____

Signature: _____

Date: _____